

Saba LMS Implementation Training Needs Analysis

Training Needs Analysis	System Administrator	Training Administrator	Training Officer	External User	Notes
SABA TASKS					
General Setup (System Administration)					
Create category definition (equipment and products)	L				
Create/edit equipment	L	M			
Create/edit products	L	L			
Create/edit domain structure	L				
Edit business rules	L				
Create/edit security lists	L				
Assign security lists to employees	L				
Create/edit product group (incl prefix for product group)	L	L			
Create/edit manufacturer	L	M			
Create/edit vendor	L	M			
Create/edit email notifications	L	L			
Designate Users as Instructors (and vice versa)	L	L			
Create Roster Template	L				
Course/Class Setup					
Create/edit course	M	H			
Create/edit class	M	H			
Create Facilities, Locations, Rooms, Room Types	M	H			
Assign a resource, equipment, and instructor to a course	M	H			
Assign a resource, equipment, and instructor to a class (Note: Cloning a course)	M	H			
Create checklist for a course	M	H	L		
Create checklist for a class	M	H	L		
Attach a document to a course	M	H			
Attach a document to a class	M	H			
Enable and disable course	M	H			
Enable and disable class	M	H			
Registration					
Search for a conference/workshop (incl. Advanced search)	M	H	H	H	
Register for a conference, class, workshop	L	L		H	
Cancel registration for a conference/workshop	L	L		M	
Add self to class waitlist	L	L		M	
Add others to waitlist	L	L			
Confirm registration of others from waitlist	L	M			
Cancel registration of others from waitlist	L	M			
Create nametags	L	H	M		
Personalization					
View/Edit personal profile in Saba	L	L	L	M	
Customize My Saba page	L	L	L	M	
Post Training Activities					
Submit class evaluation				M	
Mark class attendance	L	M	H		
Close a class	L	M	H		
Close a course	L	M	H		
Close a class	L	H			
Assign class credit to unregistered learner/participant	L	L			
Reporting					
Generate/view reports	M	M	L		
Create report using Crystal Reports Writer	L				
Generate confirmation and information letters	L	L			
Export business object from client module to Excel	L	L			
Export external users from client module to Excel	L	L			
Export classes from client module to Excel	L	L			
Create/edit evaluation	L	M			

Legend:

L - task performed infrequently/low documentation priority
M - task performed occasionally/medium documentation priority
H - task performed often/high documentation priority

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Create/edit survey	L	L			
Create/edit questionnaire	L	M			
JAMCRACKER TASKS					
Login/Password/Personalization					
Establish user ID and password	L	L	L	L	
Create user name and ID for Training Administrators and Training Officers	L				
Login	H	H	H	H	
Reset personal password if password forgotten	L	L	L	L	
Reset password for others if password forgotten	L				
Obtain personal username if forgotten	L	L	L	L	
Obtain username for others if forgotten	L				
Change password	L	L	L	L	
View/Edit personal profile in Jamcracker	L	L	L	L	
Administrative					
Edit company profile (includes contact info, password expiration, login convention, and company logo)	L				
Create/edit company announcement	L				
Add new user	L				
Delete user	L				
Order service for user	L				
Manage user type	L				
Manage user title	L				
Manage departments	L				
Manage locations	L				
Modify user profile information (including provisioning of services)	L				
Suspend/Re-activate user to JC site & provisioned services	L				

Legend:

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